U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2575

FY 2011 APPLICATION PACKAGE FOR NEW GRANTS
UNDER
THE NATIONAL INSTITUTE ON DISABILITY AND REHABILITATION
RESEARCH

REHABILITATION RESEARCH AND TRAINING CENTERS
(RRTC)

Interventions to Promote Community Living Among
Individuals with Disabilities

CFDA NUMBER: 84.133B-1

FORM APPROVED

OMB No. 1820-0027, EXP. DATE 03/31/2013
SF FORM 424, 1/31/2012

DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: August 11, 2011

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DEAR APPLICANT LETTER

June 27, 2011

Dear Applicant:

The Secretary invites applications for a new award in fiscal year (FY) 2011 under the Rehabilitation Research and Training Centers (RRTC) program, for a Center on Interventions to Promote Community Living Among Individuals with Disabilities (CFDA Number - 84.133B-1). NIDRR is seeking applications that address all elements of the priority.

The purpose of the Disability and Rehabilitation Research Projects and Centers Program is to plan and conduct research, demonstration projects, training, and related activities, to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Rehabilitation Act) (29 U.S.C. 701 et seq.).

APPLICATION PROCEDURES

This application package contains information and the required forms for potential applicants to apply and be considered for a FY 2011 grant award under this competition, including the published Federal Register notice dated **June 27, 2011**. The background statement from the Notice of Proposed Priorities is in Section D.

The closing date (application deadline) is **August 11, 2011**.

Potential applicants are advised to read the materials in this application package carefully. Please pay particular attention to the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, the dollar amount for any year, the protection of human subjects, and the selection criteria. Applications must be responsive to the absolute priority in Section C and the statutory, regulatory, and general requirements for the RRTC program in Section E. The application narrative should be written in the order of the selection criteria in Section F. The selection criteria will be used by the reviewers to evaluate the application.

Include a one-page abstract. The abstract is a critical component of the proposal, and it should describe the purpose, target population to be served during the project period, planned goals and objectives, proposed methodological approach, and anticipated project outcomes.

The start date for new awards for the (FY) 2011 programs will be no later than October 1, 2011.

<u>Award Amounts, Required Cost Share and Indirect Cost Rate</u>

We will reject any application that proposes a budget exceeding the amount of $700,000 for a single budget period of 12 months for an RRTC on Interventions to Promote Community Living Among Individuals with Disabilities (CFDA Number - 84.133B-1). An applicant for a Rehabilitation Research and Training Centers (133B) program may not collect more than 15% of the total grant award as an indirect cost rate.

<u>APPLICATION SUBMISSION PROCEDURES</u>

You **must** submit your application electronically using the Grants.gov Apply Site. See Section B, Notice Inviting Applications and Section J, Application Transmittal Instructions.

NOTE: You will be uploading sections of your application by heading. There is a heading for: (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) Faith Based Survey on EEO; (10) ED Supplemental Form for SF 424; (11) SF LLL Disclosure of Lobbying; and (12) Vitae/Bibliography/Letters of Support. There is a file size limitation to each section, and you may upload only one document under each heading. Therefore, in order to make sure that all of your materials are uploaded successfully, you will need to combine multiple original documents for a heading (e.g., letters, resumes) into a single document before uploading.

Electronic copies must be <u>fully uploaded </u>on the Grants.gov site by 4:30:00 pm, Washington DC time on the closing date, **August 11, 2011**. It may take up to several hours to complete this process. Please allow several hours or a full day to submit your application. If there is a submission error, you will need time to correct the error and resubmit. **We encourage you to read Section J – Grants.gov Submission Procedures and Tips for Applicants**

PROGRAM REGULATIONS

These grants are subject to the requirements of the Education Department General Administrative Regulations (EDGAR), in 34 CFR Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97, which set forth general rules affecting the submittal, review, grant award, and post-award administration for Department of Education grant programs.

TECHNICAL ASSISTANCE

Pre-Application Meeting: A pre-application meeting will be held between 1:00 p.m. and 3:00 p.m. on **July 18, 2011** by teleconference. Interested parties are invited to participate in the pre-application meeting to discuss the funding priority and to receive information and technical assistance. You must contact Marlene Spencer at Marlene.Spencer@ed.gov by **July 15, 2011** in order to participate in this meeting. NIDRR staff also will be available to provide information and technical assistance via individual phone consultations from 3:30 p.m. to 4:30 p.m. on **July 18, 2011**. Requests for individual consultations during this one hour window must be made in advance to Marlene Spencer.

If you have any questions about the information in this application package, please contact Marlene Spencer at Marlene.Spencer@ed.gov or at 202-245-7532 or Lynn Medley at Lynn.Medley@ed.gov or 202-245-7338). Individuals who use a telecommunications device (TDD) may call the Federal Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 4:00 p.m., EST, Monday through Friday.

If you experience problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726.

NOTE: Please forward this entire application package to the individual or office responsible for preparing an application, as they will need the entire package to complete the grant application.

Thank you for your interest in this program.

Sincerely,

//signed//

Sue Swenson,
Acting Director,
National Institute on Disability and
Rehabilitation Research

SECTION
B

FEDERAL REGISTER NOTICE INVITING APPLICATIONS FOR NEW AWARDS

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Rehabilitation Research and

Training Center--Interventions to Promote Community Living Among

Individuals with Disabilities

AGENCY: Office of Special Education and Rehabilitative

Services, Department of Education

ACTION: Notice.

Overview Information:

National Institute on Disability and Rehabilitation Research

(NIDRR)--Disability and Rehabilitation Research Projects and

Centers Program-- Rehabilitation Research and Training Center

(RRTC)--Interventions to Promote Community Living Among

Individuals with Disabilities

Notice inviting applications for new awards for fiscal year (FY)

2011.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.133B-

1.

Dates:

Applications Available: June 27, 2011.

Date of Pre-Application Meeting: July 18, 2011.

Deadline for Transmittal of Applications: August 11, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the Disability and

Rehabilitation Research Projects and Centers Program is to plan

and conduct research, demonstration projects, training, and related activities, to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Rehabilitation Act) (29 U.S.C. 701 et seq.).

RRTCs:

The purpose of the RRTCs, which are funded through the Disability and Rehabilitation Research Projects and Centers Program, is to improve the effectiveness of services authorized under the Rehabilitation Act, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities. Additional information on the RRTC program can be found at: www.ed.gov/rschstat/research/pubs/res-program.html#RRTC.

Priorities: This competition includes two absolute priorities. The General RRTC Requirements priority is from the notice of final priorities for the Disability and Rehabilitation Research Projects and Centers Program, published in the Federal Register on February 1, 2008 (73 FR 6132) and the RRTC on Interventions

to Promote Community Living Among Individuals with Disabilities priority is from the notice of final priority for this program, published elsewhere in this issue of the Federal Register.

Absolute Priorities: For FY 2011 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are absolute priorities. Under 34 CFR 75.105(c)(3) we consider only applications that meet these priorities.

These priorities are:

(1) General RRTC Requirements.

(2) RRTC on Interventions to Promote Community Living Among Individuals with Disabilities.

Note: The full text of these priorities is included in the pertinent notice of final priority or priorities published in the Federal Register and in the application package for this program.

Program Authority: 29 U.S.C. 762(g) and 764(b)(2).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, and 97. (b) The regulations for this program in 34 CFR part 350. (c) The notice of final priorities for the Disability and Rehabilitation Research Projects and Centers program, published in the Federal Register on February 1, 2008 (73 FR 6132). (d) The notice of final priority for this program, published elsewhere in this issue of the Federal Register.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $700,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2012 from the list of approved but unfunded applicants from this competition.

Maximum Award: We will reject any application that proposes a budget exceeding $700,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 1.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

    1. Eligible Applicants: States; public or private agencies, including for-profit agencies; public or private organizations, including for-profit organizations; IHEs; and Indian tribes and tribal organizations.

    2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain

an application package via the Internet or from the Education

Publications Center (ED Pubs). To obtain a copy via the

Internet, use the following address:

www.ed.gov/fund/grant/apply/grantapps/index.html. To obtain a

copy from ED Pubs, write, fax, or call the following: ED Pubs,

U.S. Department of Education, P.O. Box 22207, Alexandria, VA

22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-

6794. If you use a telecommunications device for the deaf

(TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:

www.EDPubs.gov or at its e-mail address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure

to identify this competition as follows: CFDA number 84.133B-1.

Individuals with disabilities can obtain a copy of the

application package in an accessible format (e.g., braille,

large print, audiotape, or computer diskette) by contacting the

person or team listed under Accessible Format in section VIII of

this notice.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together

with the forms you must submit, are in the application package

for this competition.

Page Limit: The application narrative (Part III of the

application) is where you, the applicant, address the selection

criteria that reviewers use to evaluate your application. We

recommend that you limit Part III to the equivalent of no more than 125 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section (Part III).

The application package will provide instructions for completing all components to be included in the application. Each application must include a cover sheet (Standard Form 424); budget requirements (ED Form 524) and narrative budget justification; other required forms; an abstract, Human Subjects narrative, Part III project narrative; resumes of staff; and other related materials, if applicable.

3. <u>Submission Dates and Times</u>:

Applications Available: June 27, 2011.

Date of Pre-Application Meeting: Interested parties are invited to participate in a pre-application meeting and to receive information and technical assistance through individual consultation with NIDRR staff. The pre-application meeting will be held on July 18, 2011. Interested parties may participate in this meeting by conference call with NIDRR staff from the Office of Special Education and Rehabilitative Services between 1:00 p.m. and 3:00 p.m., Washington, DC time. NIDRR staff also will be available from 3:30 p.m. to 4:30 p.m., Washington, DC time, on the same day, by telephone, to provide information and technical assistance through individual consultation. For further information or to make arrangements to participate in the meeting via conference call or for an individual consultation, contact either Lynn Medley or Marlene Spencer as follows: Lynn Medley, U.S. Department of Education, 400 Maryland Avenue, SW., room 5140, Potomac Center Plaza (PCP), Washington, DC 20202-2700. Telephone: (202) 245-7338 or by e-mail: Lynn.Medley@ed.gov. Marlene Spencer, U.S. Department of Education, 400 Maryland Avenue, SW., room 5133, PCP, Washington, DC 20202-2700. Telephone: (202) 245-7532 or by e-mail: Marlene.Spencer@ed.gov.

Deadline for Transmittal of Applications: August 11, 2011.

    Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site

(Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

     We do not consider an application that does not comply with the deadline requirements.

     Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

     4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

     5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

     6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

     a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b.   Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c.   Provide your DUNS number and TIN on your application; and

d.   Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2)

register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. Other Submission Requirements: Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under RRTC on Interventions to Promote Community Living Among Individuals with Disabilities, CFDA number 84.133B-1, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the RRTC on Interventions to Promote Community Living Among Individuals with Disabilities at www.Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.133, not 84.133B).

Please note the following:

• When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

• Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

• The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

• You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at http://www.G5.gov.

• You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

• You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF or submit a password-protected file, we will not review that material.

• Your electronic application must comply with any page-limit requirements described in this notice.

• After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

• We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if

the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

<div align="center">and</div>

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Marlene Spencer, U.S. Department of Education, 400 Maryland Avenue, SW., room 5133, PCP, Washington, DC 20202-2700. FAX: (202) 245-7323.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA Number 84.133B-1)
    LBJ Basement Level 1
    400 Maryland Avenue, SW.
    Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

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U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.133B-1)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC  20202-4260
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The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number,

including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 350.54 and are listed in the application package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting

requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. <u>Performance Measures</u>: To evaluate the overall success of its research program, NIDRR assesses the quality of its funded projects through a review of grantee performance and products. Each year, NIDRR examines a portion of its grantees to determine:

• The percentage of NIDRR-supported fellows, post-doctoral trainees, and doctoral students who publish results of NIDRR-sponsored research in refereed journals.

• The number of accomplishments (e.g., new or improved tools, methods, discoveries, standards, interventions, programs, or devices) developed or tested with NIDRR funding that have been judged by expert panels to be of high quality and to advance the field.

• The average number of publications per award based on NIDRR-funded research and development activities in refereed journals.

• The percentage of new NIDRR grants that assess the effectiveness of interventions, programs, and devices using rigorous methods.

NIDRR uses information submitted by grantees as part of their Annual Performance Reports (APRs) for these reviews.

Department of Education program performance reports, which include information on NIDRR programs, are available on the Department's Web site: www.ed.gov/about/offices/list/opepd/sas/index.html.

5. <u>Continuation Awards</u>: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contacts

For Further Information Contact: Lynn Medley or Marlene Spencer as follows:

Lynn Medley, U.S. Department of Education, 400 Maryland Avenue, SW., room 5140, PCP, Washington, DC 20202-2700. Telephone: (202) 245-7338 or by e-mail: Lynn.Medley@ed.gov.

Marlene Spencer, U.S. Department of Education, 400 Maryland Avenue, SW., room 5133, PCP, Washington, DC 20202-2700. Telephone: (202) 245-7532 or by e-mail: Marlene.Spencer@ed.gov.

If you use a TDD, call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW., room 5075, PCP, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a TDD, call the FRS, toll-free, at 1-800-877-8339.

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you can view this document, as well as all other documents of this Department published in the <u>Federal Register</u>, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the <u>Federal Register</u> by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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<u>Alexa Posny</u>,
<u>Assistant Secretary for</u>
<u>Special Education and</u>
<u>Rehabilitative Services</u>.
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SECTION
C

FEDERAL REGISTER
FINAL PRIORITY NOTICE

4000-01-U

DEPARTMENT OF EDUCATION

[CFDA Number: 84.133B-1]

Final Priority; National Institute on Disability and Rehabilitation Research (NIDRR)--Rehabilitation Research and Training Center (RRTCs)--Interventions to Promote Community Living Among Individuals with Disabilities

AGENCY: Office of Special Education and Rehabilitative Services, Department of Education.

ACTION: Notice of final priority.

SUMMARY: The Assistant Secretary for Special Education and Rehabilitative Services announces a priority for an RRTC on Interventions to Promote Community Living Among Individuals with Disabilities. The Assistant Secretary may use this priority for competitions in fiscal year (FY) 2011 and later years. We take this action to focus research attention on areas of national need. We intend this priority to contribute to improved participation and community living outcomes for individuals with disabilities and their families.

EFFECTIVE DATE: This priority is effective July 27, 2011.

FOR FURTHER INFORMATION CONTACT: Marlene Spencer, U.S. Department of Education, 400 Maryland Avenue, SW., room 5133, Potomac Center Plaza (PCP), Washington, DC 20202-2700. Telephone: (202) 245-7532 or by e-mail: marlene.spencer@ed.gov.

If you use a telecommunications device for the deaf (TDD),
call the Federal Relay Service (FRS), toll free, at 1-800-877-
8339.

SUPPLEMENTARY INFORMATION:

This notice of final priority (NFP) is in concert with
NIDRR's currently approved Long-Range Plan (Plan). The Plan,
which was published in the <u>Federal Register</u> on February 15, 2006
(71 FR 8165), can be accessed on the Internet at the following
site: www.ed.gov/about/offices/list/osers/nidrr/policy.html.

Through the implementation of the Plan, NIDRR seeks to:
(1) improve the quality and utility of disability and
rehabilitation research; (2) foster an exchange of expertise,
information, and training to facilitate the advancement of
knowledge and understanding of the unique needs of traditionally
underserved populations; (3) determine the best strategies and
programs to improve rehabilitation outcomes for underserved
populations; (4) identify research gaps; (5) identify
mechanisms of integrating research and practice; and (6)
disseminate findings.

This notice announces a priority that NIDRR intends to use
for RRTC competitions in FY 2011 and possibly later years.
However, nothing precludes NIDRR from publishing additional
priorities if needed. Furthermore, NIDRR is under no obligation
to make an award for this priority. The decision to make an
award will be based on the quality of applications received and
available funding.

Purpose of Program: The purpose of the Disability and Rehabilitation Research Projects and Centers Program is to plan and conduct research, demonstration projects, training, and related activities, to develop methods, procedures, and rehabilitation technology that maximize the full inclusion and integration into society, employment, independent living, family support, and economic and social self-sufficiency of individuals with disabilities, especially individuals with the most severe disabilities, and to improve the effectiveness of services authorized under the Rehabilitation Act of 1973, as amended (Rehabilitation Act) (29 U.S.C. 701 et seq.).

RRTC Program:

The purpose of the RRTCs, which are funded through the Disability and Rehabilitation Research Projects and Centers Program, is to improve the effectiveness of services authorized under the Rehabilitation Act, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities. Additional information on the RRTC program can be found at: www.ed.gov/rschstat/research/pubs/res-program.html#RRTC.

Statutory and Regulatory Requirements of RRTCs

RRTCs must--

- Carry out coordinated advanced programs of rehabilitation research;

- Provide training, including graduate, pre-service, and in-service training, to help rehabilitation personnel more effectively provide rehabilitation services to individuals with disabilities;

- Provide technical assistance to individuals with disabilities, their representatives, providers, and other interested parties;

- Disseminate informational materials to individuals with disabilities, their representatives, providers, and other interested parties; and

- Serve as centers of national excellence in rehabilitation research for individuals with disabilities, their representatives, providers, and other interested parties.

Applicants for RRTC grants must also demonstrate in their applications how they will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds.

Program Authority: 29 U.S.C. 762(g) and 764(b)(2).

Applicable Program Regulations: 34 CFR part 350.

We published a notice of proposed priority (NPP) for NIDRR's Disability and Rehabilitation Research Projects and Centers Program in the Federal Register on March 29, 2011 (76 FR 17400). That notice contained background information and our reasons for proposing this particular priority.

<u>Public Comment</u>:

In response to our invitation in the notice of proposed priority, four parties submitted comments on the proposed priority.

Generally, we do not address technical and other minor changes. In addition, we do not address general comments that raised concerns not directly related to the proposed priority.

<u>Analysis of Comments and Changes</u>: An analysis of the comments and of any changes in the priority since publication of the notice of proposed priority follows.

<u>Comment</u>: Two commenters recommended that NIDRR revise this priority so that it focuses on research about the role that natural community supports, such as faith-based organizations, can play in supporting individuals with disabilities to live independently and participate in the community. The first commenter suggested that we require the RRTC to provide training and resources to faith-based organizations to facilitate their partnerships with residential providers and other human services agencies that serve individuals with disabilities. The second commenter suggested that we revise the priority to focus on the role of faith-based organizations in supporting the community participation of youth with disabilities. This second commenter also suggested that we should revise the priority to focus on the role of faith-based organizations in supporting the community participation of ethnic minorities with disabilities and individuals with disabilities living in rural areas.

Discussion: Nothing in this priority precludes applicants from

proposing research or training projects that focus on the role

of faith-based organizations in facilitating the community

participation and independent living of individuals with

disabilities. Applicants are also free to propose research and

training efforts that focus on specific populations of

individuals with disabilities, including youth, ethnic

minorities, and individuals living in rural areas, who have

disabilities. NIDRR does not want to limit applicants' ability

to propose projects that address other important topics or

populations, by specifically requiring research and training

related to specific populations, or on faith-based

organizations.

Changes: None.

Comment: One commenter noted that the background statement

supporting the priority emphasizes the transition of individuals

with disabilities from institutions into the community as well

as continuity of community living to avoid

reinstitutionalization. The commenter suggested that this

emphasis be reflected more explicitly in the five areas

described in paragraph (b) of the priority.

Discussion: NIDRR intended paragraph (b) of the priority to

have a strong focus on supporting the transition from

institutions to the community, and the continuity of community

living among individuals with disabilities. We do not believe a

change is necessary to highlight this focus because the opening

sentence of paragraph (b) clearly states that NIDRR intends the RRTC to contribute to the outcome of improved services and supports needed to participate fully in the community, including services and supports needed to transition from institutions to the community, and to maintain continuity of community living by individuals with disabilities. The five areas in paragraph (b) from which applicants must choose are areas in which policies, programs, or strategies can be identified or designed and tested to support this outcome.

Changes: None.

Comment: One commenter noted that health and community participation are linked among people with disabilities. For this reason, the commenter recommended that we revise paragraph (b) of the priority to include "healthy living" as one of the areas from which applicants must choose to focus their research efforts.

Discussion: NIDRR agrees that health and health services are related to community participation outcomes among individuals with disabilities, and that applicants should be allowed to choose a focus on services and supports related to health, and we are revising paragraph (b) of the priority accordingly.

Changes: NIDRR has modified the priority to add health as one of the areas from which applicants can choose to focus their research efforts.

Comment: None.

Discussion: Upon further review of paragraph (c)(1) of the priority, we determined that it would be clearer to expressly mention the topics to be included in the RRTC's required systematic review.

Changes: We have revised paragraph (c)(1) of the priority to clarify that the RRTC must conduct systematic reviews of research on services and supports that provide opportunities for the population of individuals with disabilities to participate fully in the community.

FINAL PRIORITY:

Priority--Rehabilitation Research and Training Center (RRTC) on Interventions to Promote Community Living Among Individuals with Disabilities

The Assistant Secretary for Special Education and Rehabilitative Services establishes a priority for a Rehabilitation Research and Training Center (RRTC) on Interventions to Promote Community Living Among Individuals with Disabilities. The RRTC must conduct rigorous research, training, technical assistance, and dissemination activities that contribute to improved community participation and community living outcomes for individuals with disabilities, including individuals transitioning into the community from nursing homes and other health and community institutions. Under this priority, the RRTC must contribute to the following outcomes:

    (a) Increased knowledge about how the barriers to and experiences of community living may differ across

sociodemographic and geographic groups within the diverse population of individuals with disabilities. The RRTC must contribute to the outcome by conducting research on the extent to which access to community services and supports and community participation outcomes are related to sociodemographic factors (e.g., race, ethnicity, income level, education level), the geographic area in which individuals reside (e.g., rural or urban areas), or disability characteristics (e.g., disability severity or type of disabling condition).

(b) Improved services and supports that provide opportunities for the population of individuals with disabilities to participate fully in the community, including the services and supports needed to transition from institutions, nursing homes, and other health and community institutions, to the community and to maintain continuity of community living (i.e., community living without interruption due to hospitalization or institutionalization). The RRTC must contribute to this outcome by identifying or developing and then testing policies, programs, or strategies that improve community living services and supports for individuals with disabilities. In this regard, the RRTC must focus its efforts on at least two of the following areas: housing; transportation; health; and recreational, community, and civic activities. In carrying out this requirement, the RRTC must also take into account the findings from paragraph (a) of this priority. The policies, programs, or strategies to be tested under this paragraph (b)

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may include strategies that integrate or coordinate services from different areas.

(c) Increased incorporation of research findings into practice or policy. The RRTC must contribute to this outcome by coordinating with appropriate NIDRR-funded knowledge translation grantees to advance or add to their work by--

(1) Conducting systematic reviews of research on services and supports that provide opportunities for the population of individuals with disabilities to participate fully in the community and developing research syntheses consistent with standards, guidelines, and procedures established by the knowledge translation grantees;

(2) Using knowledge translation strategies identified as promising by the knowledge translation grantees to increase the use of research findings;

(3) Collaborating with centers for independent living and other stakeholder groups to develop, implement, or evaluate strategies to increase utilization of the research findings; and

(4) Conducting training and dissemination activities to facilitate the utilization of the research findings by community-based organizations and other service providers, policymakers, and individuals with disabilities.

Types of Priorities:

When inviting applications for a competition using one or more priorities, we designate the type of each priority as absolute, competitive preference, or invitational through a

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notice in the Federal Register. The effect of each type of priority follows:

Absolute priority: Under an absolute priority, we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

Competitive preference priority: Under a competitive preference priority, we give competitive preference to an application by (1) awarding additional points, depending on the extent to which the application meets the priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

Invitational priority: Under an invitational priority, we are particularly interested in applications that meet the priority. However, we do not give an application that meets the priority a preference over other applications (34 CFR 75.105(c)(1)).

This notice does not preclude us from proposing additional priorities, requirements, definitions, or selection criteria, subject to meeting applicable rulemaking requirements.

Note: This notice does not solicit applications. In any year in which we choose to use this priority, we invite applications through a notice in the Federal Register.
Executive Order 12866: This notice has been reviewed in accordance with Executive Order 12866. Under the terms of the order, we have assessed the potential costs and benefits of this final regulatory action.

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The potential costs associated with this final regulatory action are those resulting from statutory requirements and those we have determined as necessary for administering this program effectively and efficiently.

In assessing the potential costs and benefits--both quantitative and qualitative--of this final regulatory action, we have determined that the benefits of the final priority justify the costs.

Summary of potential costs and benefits:

The benefits of the Disability and Rehabilitation Research Projects and Centers Programs have been well established over the years in that similar projects have been completed successfully. This final priority will generate new knowledge through research, development, and knowledge translation activities. Another benefit of this final priority is that the establishment of a new RRTC will improve the lives of individuals with disabilities and their family members. The new RRTC will generate and promote the use of new information that will improve the options for individuals with disabilities with regard to community living and community participation.

Accessible Format: Individuals with disabilities can obtain this document in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW., room 5075, PCP, Washington, DC 20202-2550.

Telephone: (202) 245-7363. If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

_____
Alexa Posny,
Assistant Secretary for
Special Education and Rehabilitative
Services.

SECTION
D

BACKGROUND STATEMENT

From the notice of proposed priorities (NPP) for NIDRR's Disability and Rehabilitation Research Projects and Centers Program in the <u>Federal Register</u> on March 29, 2011 (76FR 17400).

<u>Background</u>:

Laws and policies protecting the civil rights of individuals with disabilities have helped to promote the inclusion of and participation by individuals with disabilities in the home, community, and workplace. Nonetheless, an individual's functional abilities, demographic characteristics, socioeconomic status, access to personal and other supports, and a variety of environmental barriers appear to interact and result in low levels of community participation among individuals with disabilities (LaPlante and Kaye, 2010; Parish et al., 2009; U.S. Department of Health & Human Services, 2010a; White et al., 2010).

Barriers to independent living and community participation among individuals with disabilities include fragmented service delivery systems, lack of affordable, accessible housing and reliable, accessible transportation, and difficulty obtaining well-qualified personal attendants (National Council on Disability, 2006; Kessler Foundation & National Organization on Disability, 2010). Geographic location also affects the level of community participation experienced by individuals with disabilities. For example, individuals with disabilities living in rural America generally lack accessible public transportation and experience shortages of public health and other providers, thereby limiting their access to community-based programs and services (National Council on Disability, 2007). For individuals with disabilities living in institutional settings, these housing, transportation, health care, and long-term care barriers also limit opportunities to move out of institutions and into the community.

In 2009, the President launched "The Year of Community Living." This initiative recognized that for many individuals with disabilities there are limited choices, options,

and opportunities to receive long-term services and supports in the community. Past

research supported by NIDRR and others has advanced our understanding of factors

that impede community living for individuals with disabilities (D'Souza et al., 2009; White

et al., 2010), yielded valid and reliable measures of participation in important life

activities (Magasi & Post, 2010), identified the effects of the built and social

environments on community participation (LaPlante & Kaye, 2010; Mojtahedi et al.,

2008), and developed potential environmental accommodations for individuals with

disabilities (Jaeger & Xie, 2009). Building on the knowledge gained through this

research, new knowledge is needed about how barriers to and experience of community

participation differ across sociodemographic and geographic groups of individuals within

the diverse population of individuals with disabilities. This knowledge can help

policymakers and service providers target interventions more effectively.

Rigorous evaluation of interventions is also needed to identify strategies for

eliminating barriers to community living. In particular, more testing of policies and

programs is needed to create an evidence base for strategies that facilitate (1)

participation in a wide range of community activities including but not necessarily limited

to civic, cultural, social, and recreational activities, and (2) access to timely services

that support continuity of community living (i.e., community living without interruption

due to hospitalization or institutionalization) (National Council on Disability, 2006; U.S.

Department of Health & Human Services, 2010b).

Through this priority, NIDRR seeks to place particular emphasis on research on the

services and supports that will enable individuals with disabilities to successfully transition

from institutional settings into the community, where they will have increased options for

community participation and can engage in activities of their choice in their home

environments. Interventions, policies, or programs that address consumers' needs for a

coordinated service delivery system will be especially useful for those at greatest risk of

institutionalization (National Council on Disability, 2006). Research partnerships with

consumer-operated organizations, such as centers for independent living, may facilitate

new findings that can be used to work with those in transition from nursing homes or

institutional settings into the community.

References:

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See: http://www.2010disabilitysurveys.org/pdfs/surveyresults.pdf

LaPlante, M. & Kaye, H. (2010). Demographics and trends in wheeled

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mobility disabilities living in urban and suburban neighborhoods. *Archives of Physical*

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National Council on Disability (2006). Creating Livable Communities. See:

http://www.ncd.gov/newsroom/publications/2006/pdf/livable_communities.pdf

National Council on Disability (2007). <u>The Impact of the Americans with Disabilities Act: Assessing the Progress Toward Achieving the Goals of the ADA</u>. Washington, DC: National Council on Disability. http://www.ncd.gov/newsroom/publications/2007/ada_impact_07-26-07.htm

Parish, S, Rose, R, & Andrews, M. (2009). <u>Income Poverty and Material Hardship among US Women with Disabilities</u>. Social Service Review. 83 (1): 33 - 52.

U.S. Department of Health & Human Services (2010a). Healthy People 2020: <u>An Opportunity to Address Societal Determinants of Health in the United States</u>. See: http://www.healthypeople.gov/hp2020/advisory/SocietalDeterminantsHealth.htm

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White, G, Simpson, J, Gonda, C, Coble, Z, & Ravesloot, C. (2010) <u>Moving from independence to interdependence: A conceptual model for better understanding community participation of centers for independent living</u>. Journal of Disability Policy Studies. 20: 223-240.

SECTION
E

Statutory and Regulatory Requirements of RRTCs

and

General RRTC Requirements

RRTC Program

The purpose of the RRTC program is to improve the effectiveness of services authorized under the Rehabilitation Act, through advanced research, training, technical assistance, and dissemination activities in general problem areas, as specified by NIDRR. Such activities are designed to benefit rehabilitation service providers, individuals with disabilities, and the family members or other authorized representatives of individuals with disabilities. In addition, NIDRR intends to require all RRTC applicants to meet the requirements of the General Rehabilitation Research and Training Centers (RRTC) Requirements priority that it published in a notice of final priorities in the Federal Register on February 1, 2008 (73 FR 6132). Additional information on the RRTC program can be found at:

www.ed.gov/rschstat/research/pubs/res-program.html#RRTC.

Statutory and Regulatory Requirements of RRTCs

RRTCs must--

- Carry out coordinated advanced programs of rehabilitation research;

- Provide training, including graduate, pre-service, and in-service training, to help rehabilitation personnel more effectively provide rehabilitation services to individuals with disabilities;

- Provide technical assistance to individuals with disabilities, their representatives, providers, and other interested parties;

- Disseminate informational materials to individuals with disabilities, their representatives, providers, and other interested parties; and

- Serve as centers of national excellence in rehabilitation research for individuals with disabilities, their representatives, providers, and other interested parties.

Applicants for RRTC grants must also demonstrate in their applications how they will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds.

SECTION
F

SELECTION CRITERIA

SELECTION CRITERIA

We use the following selection criteria to evaluate applications under RRTC program. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

(a) Responsiveness to an absolute or competitive priority (8 points total).

(1) The Secretary considers the responsiveness of the application to an absolute or competitive priority published in the Federal Register.

(2) In determining the application's responsiveness to the absolute or competitive priority, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant addresses all requirements of the absolute or competitive priority.

(ii) The extent to which the applicant's proposed activities are likely to achieve the purposes of the absolute or competitive priority.

(b) Design of research activities (40 points total).

(1) The Secretary considers the extent to which the design of research activities is likely to be effective in accomplishing the objectives of the project.

(2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:

(i) The extent to which the research activities constitute a coherent, sustained approach to research in the field, including a substantial addition to the state-of-the-art.

(ii) The extent to which the methodology of each proposed research activity is meritorious, including consideration of the extent to which--

(A) The proposed design includes a comprehensive and informed review of the current literature, demonstrating knowledge of the state-of-the-art;

(B) Each sample population is appropriate and of sufficient size;

(D) The data collection and measurement techniques are appropriate and likely to be effective; and

(E) The data analysis methods are appropriate.

(c) Design of training activities (10 points total).

   (1) The Secretary considers the extent to which the design of training activities is likely to be effective in accomplishing the objectives of the project.
   (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
      (i) The extent to which the proposed training methods are of sufficient quality, intensity, and duration.
      (ii) The extent to which the proposed training content--
         (A) If relevant, is based on new knowledge derived from research activities of the proposed project.
      (iii) The extent to which the proposed training materials and methods are accessible to individuals with disabilities.

(d) Design of dissemination activities (10 points total).

   (1) The Secretary considers the extent to which the design of dissemination activities is likely to be effective in accomplishing the objectives of the project.
   (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
      (i) The extent to which the materials to be disseminated are likely to be effective and usable, including consideration of their quality, clarity, variety, and format.
      (ii) The extent to which the information to be disseminated will be accessible to individuals with disabilities.

(e) Design of technical assistance activities (10 points total).

   (1) The Secretary considers the extent to which the design of technical assistance activities is likely to be effective in accomplishing the objectives of the project.
   (2) In determining the extent to which the design is likely to be effective in accomplishing the objectives of the project, the Secretary considers one or more of the following factors:
      (i) The extent to which the methods for providing technical assistance are of sufficient quality, intensity, and duration.
      (ii) The extent to which the technical assistance is appropriate to the target population, including consideration of the knowledge level of the target population, needs of the target population, and format for providing information.
      (iii) The extent to which the technical assistance is accessible to individuals with disabilities.

(f) Plan of operation (7 points total).

(1) The Secretary considers the quality of the plan of operation.

(2) In determining the quality of the plan of operation, the Secretary considers one or more of the following factors:

(i) The adequacy of the plan of operation to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, and timelines for accomplishing project tasks.

(ii) The adequacy of the plan of operation to provide for using resources, equipment, and personnel to achieve each objective.

(g) Adequacy and reasonableness of the budget (4 points).

(1) The Secretary considers the adequacy and the reasonableness of the proposed budget.

(2) In determining the adequacy and the reasonableness of the proposed budget, the Secretary considers one or more of the following factors:

(i) The extent to which the costs are reasonable in relation to the proposed project activities.

(ii) The extent to which the budget for the project, including any subcontracts, is adequately justified to support the proposed project activities.

(h) Project staff (7 points total).

(1) The Secretary considers the quality of the project staff.

(2) In determining the quality of the project staff, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers one or more of the following:

(i) The extent to which the key personnel and other key staff have appropriate training and experience in disciplines required to conduct all proposed activities.

(ii) The extent to which the commitment of staff time is adequate to accomplish all the proposed activities of the project.

(iii) The extent to which the key personnel are knowledgeable about the methodology and literature of pertinent subject areas.

(i) Adequacy and accessibility of resources (4 points total).

(1) The Secretary considers the adequacy and accessibility of the applicant's resources to implement the proposed project.

(2) In determining the adequacy and accessibility of resources, the Secretary considers one or more of the following factors:

(i) The extent to which the applicant is committed to provide adequate facilities, equipment, other resources, including administrative support, and laboratories, if appropriate.

(ii) The extent to which the facilities, equipment, and other resources are appropriately accessible to individuals with disabilities who may use the facilities, equipment, and other resources of the project.

SECTION
G

PROTECTION OF HUMAN SUBJECTS

Protection of Human Subjects

Research activities involving human subjects supported by awards under these programs are subject to Department of Education Regulations for the Protection of Human Subjects. You do **not** need an assurance or IRB approval as a condition of applying for this competition.

If you marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, you must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, please indicate which project each set of responses addresses.

A. Exempt Research Narrative. If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct. In addition, narratives are required for each participating partner if research is being conducted at other sites.

B. Nonexempt Research Narrative. If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the seven points. Although no specific page limitation applies to this section of the application, be succinct.

Copies of the Department of Education regulations for the Protection of Human Subjects as well as other documents are available on the website below. For more information call (202) 260-3353 or go on-line the Protection of Human Subjects in research Web Site:

http://www.ed.gov/about/offices/list/ocfo/humansub.html

SECTION
H

APPLICATION FORMAT

<u>APPLICATION FORMAT</u>

Applications for grants under this program must be submitted electronically using the Grants.gov apply site (grants.gov) by the closing date unless you qualify for an exception to this requirement.

It is recommended that your electronic (or paper application if you have requested and been approved for a waiver), be organized in the following manner and include the following:

NOTE: You will be uploading sections of your application by heading. There is a heading for (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) Faith Based Survey on EEO; (10) ED Supplemental Form for SF 424; (11) SF LLL Disclosure of Lobbying; and (12) Vitae/Bibliography/Letters of Support. There is a file-size limitation to each section and you may only upload one document under each heading. Therefore, in order to make sure that all of your materials are uploaded successfully, you will need to combine multiple original documents for a heading (e.g., letters, resumes) into a single document before uploading.

1. **Application for Federal Assistance (Form SF 424<u>)</u>**
    - This form requires basic identifying information about the applicant and the application.
    - Applicants should clearly indicate the CFDA number of the program **84.133B-1** in block 11. If this information is not provided, your application may be assigned and reviewed under a different program.

2. **Table of Contents**
    - The Table of Contents shows where and how the important sections of your proposal are organized.
    - While the application will be submitted electronically, the reviewers will use printed copies during the review process. The Table of Contents will assist them in more efficiently and effectively evaluating your application.
    - Upload the Table of Contents to Optional Forms: Other Attachments.

3. **<u>Abstract</u>**
    - The ONE-PAGE abstract should be a comprehensive description of what the whole (all years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced.
    - Upload the Abstract to ED Abstract.

4. ED Budget Information Non-Construction Programs (ED-524)

- Remember that you must provide complete budget information for each year of the proposed project. Use the Budget Narrative heading to upload.
- Please report Federal Funds in section A – Budget Summary and Non-Federal Funds in Section B – Budget Summary.
- Specific instructions for completing the budget forms are provided within this application package.

Name: Enter the Name of the applicant organization(s) or institution(s) in the space provided.

Personnel (Line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (Line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (Line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants and trainees on line 6.

Equipment (Line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible personal property except that on line 4.

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract in not in place for services), stipends, training, and communication and printing costs.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): The restricted indirect cost rate for this program is 15%.

Training Stipends (line 11): There are three types of projects that might include budget requests for stipends, tuition allowance, or other types of similar charges to support the objectives of the project:
- ☐ Fellowship or Scholarship Programs
- ☐ Educational Training Projects
- ☐ Projects where students receive tuition remission or other forms of compensation, as, or in lieu of wages.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 18a on the application cover sheet (SF Form 424).

Cost Share: There is no mandatory cost sharing for this program. If you are providing voluntary cost share please include this information on the ED Form 524, Section B – Budget Summary, Non-Federal Funds – Tab 2 and in your budget narrative.

5.   Budget Narrative
- This part requires an itemized budget breakdown for the project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.
- Address Cost Share in a separate section of the budget narrative labeled "Cost Share".
- Please provide an itemized budget breakdown for each project year.
- Upload the Budget Narrative to the Budget Narrative Section.

6.   Project Narrative

- The application narrative responds to the Statutory, Regulatory and General RRTC Requirements found in Section E and Selection Criteria found in Section F of this application package. The reviewers will use this section to evaluate your application.
- Upload the Project Narrative to the Project Narrative Section.

Each applicant is encouraged to limit the project narrative to the equivalent of no more than 125 pages, using the following standards:
- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New or Arial.
- Include all critical information in the program narrative, minimizing the need for additional appendices.

- Ensure that you attach ***.PDF files only*** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

NOTE: The page limit does not apply to the Application for Federal Assistance (SF 424); the budget narrative the assurances and certifications; or the one page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the project narrative section.

7.   **General Education Provisions Act (GEPA) Requirements – Section 427**
- Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

8.   **GG Lobbying Form (90-0013)**
- Instructions for completing this form are included on the Grants.gov website.

9.   **Faith Based Survey on EEO**
- Instructions for completing this form are included on the Grants.gov website.

10.   **ED Supplemental Form for SF 424**
- Instructions for completing this form are included on the Grants.gov website.

11.   **SF LLL Disclosure of Lobbying**
- Instructions for completing this form are included on the Grants.gov website.

12.   **Vitae/Bibliography/Letters of Support**
- Vitae of staff or consultants should include the individual's title and role in the proposed project, and other information that is specifically pertinent to this proposed project. The budgets for all years should be included.
- If collaboration with another organization is involved in the proposed activity, the application should include assurances of participation by the other parties, including written agreements or assurances of cooperation.
- Upload the Vitae/Bibliography/Letters of Support to the Other Attachment Optional Section.

SECTION
I

FREQUENTLY ASKED QUESTIONS

DUNS NUMBER INSTRUCTIONS

FREQUENTLY ASKED QUESTIONS

1.   CAN I GET AN EXTENSION OF THE DUE DATE?

In the case of most competitions the answer is no. On rare occasions the Department of Education may extend a closing date for all applicants. If that occurs, a notice of the revised due date is published in the Federal Register, this extension will identify who is eligible to apply for a given competition. There are no extensions or exceptions to the due date made for individual applicants. Additionally, there are provisions for extension for Grants.gov, per the guidance included in the application package.

2.   WHAT SHOULD BE INCLUDED IN THE APPLICATION?

The application should include the following: (1) Application for Federal Assistance (SF 424); (2) Table of Contents; (3) Abstract; (4) ED Budget Information Non-Construction Programs (ED-524); (5) Budget Narrative; (6) Project Narrative; (7) General Education Provisions Act (GEPA) Requirements – Section 427; (8) GG Lobbying Form (90-0013); (9) Faith Based Survey on EEO; (10) ED Supplemental Form for SF 424; (11) SF LLL Disclosure of Lobbying; and (12) Vitae/Bibliography/Letters of Support   If collaboration with another organization or individual is involved in any proposed activity, the application should include assurances of participation by the other parties, including written agreements or letters of cooperation. It is not useful to include general letters of support or endorsement in the application. If the applicant proposes to use unique tests or other measurement instruments that are not widely known in the field, it would be helpful to include the instrument in the application. Many applications contain voluminous appendices that are not helpful and in many cases cannot even be mailed to the reviewers. It is generally not helpful to include such things as brochures, general capability statements of collaborating organizations, maps, copies of publications, or descriptions of other projects completed by the applicant.

3.   WHAT FORMAT SHOULD BE USED FOR THE APPLICATION?

NIDRR generally advises applicants to organize the project narrative to follow the selection criteria. The specific review criteria vary according to the specific programs and are included in this application package. Additionally, applicants should provide clearly stated hypotheses or research questions, goals, objectives, expected outcomes, and public benefit of the research or development project. The application should be organized to provide a thorough description of the methods and target population(s) and supported by evidence of need for the project, as identified in the relevant literature; citations are useful and may strengthen the proposal. Specific information on the format can be found in Section H – Application Format and Instructions of this application package.

4.   ARE THERE PAGE LIMITS TO MY APPLICATION?

The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit the application narrative to the equivalent of no more than 125 pages, using the following standards: (1) A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides; (2) Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations,

references, and captions, as well as all text in charts, tables, figures, and graphs; (3) Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch); (4) Use one of the following fonts: Times New Roman, Courier, Courier New or Arial; and (5) Include all critical information in the program narrative, minimizing the need for additional appendices. Ensure that you attach ***.PDF files only*** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application.

5.   MAY I SUBMIT APPLICATIONS TO MORE THAN ONE OPEN NIDRR PROGRAM COMPETITION AT A TIME OR MORE THAN ONE APPLICATION TO A PARTICULAR PROGRAM COMPETITION?

Yes. You may submit more than one application in any given competition. You may submit to as many open competitions, for which an application is responsive to the program requirements. However, each competition is unique and the selection criteria will vary from one competition to another. It is important that each separate application include the required materials for that particular competition.

6.   DO I NEED AN ABSTRACT AND WHAT SHOULD IT INCLUDE?

Yes, you do need an abstract. The abstract is used by both the peer reviewers and the program staff in the review and processing of the application. The ONE-PAGE abstract should be a comprehensive description of the project (all years), not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced. Upload to ED Abstract.

7.   WHAT IS THE ALLOWABLE INDIRECT COST RATE?

An applicant for a Rehabilitation Research and Training Centers (133B) program may not collect more than 15% of the total grant award as indirect cost charges. The applicant must have a current indirect cost rate agreement to charge indirect costs to a grant. The maximum amount of the award includes both direct and indirect costs (ED Budget Information non-Construction programs (ED-524). The Department's Indirect Cost Group has more information on what you should know about indirect cost rates, at its Web site: http://www2.ed.gov/about/offices/list/ocfo/fipao/abouticg.html

8.   CAN PROFIT MAKING BUSINESSES APPLY FOR GRANTS?

Yes; however, for-profit organizations will not be able to collect a fee or profit on the grant.

9.   CAN INDIVIDUALS APPLY FOR GRANTS?

Individuals are not eligible to apply for Rehabilitation Research and Training Centers Program.

10.   CAN NIDRR STAFF ADVISE ME WHETHER MY PROJECT IS OF INTEREST TO NIDRR OR LIKELY TO BE FUNDED?

No. NIDRR staff can only advise you of the requirements of the program in which you propose to submit your application. However, staff cannot advise you as to whether or not your subject area or proposed approach is likely to receive approval.

11.   HOW DO I ENSURE THAT MY APPLICATION WILL BE REVIEWED UNDER THE CORRECT COMPETITION?

Applicants must clearly include the competition title and CFDA number, on the Standard Form 424, and include a project title that describes the project, based on the competition.

12.   HOW SOON AFTER SUBMITTING MY APPLICATION CAN I FIND OUT IF IT WILL BE FUNDED?

The time from closing date to grant award date varies from program to program. Generally speaking, NIDRR makes awards within six to seven months after the closing date.   Unsuccessful applicants generally will be notified within that time frame as well. When NIDRR is able to release information on the status of grant applications, it will notify applicants by letter. This information is **not** posted on the NIDRR homepage or the Grants.gov website.

13.   WHAT START DATE SHOULD I USE ON MY APPLICATION?

For the purpose of estimating a project start date, the applicant should estimate approximately six to seven months from the closing date, preferably October 1. You must have a start date that allows you to complete an Annual Performance Report (APR) by May 31st with a minimum of six month of activities to report on.

14. IF MY APPLICATION IS SUCCESSFUL, CAN I ASSUME I WILL GET THE REQUESTED BUDGET AMOUNT IN SUBSEQUENT YEARS?

No. Funding in subsequent years is subject to availability of funds and project performance.

15.   WILL ALL APPROVED APPLICATIONS BE FUNDED?

No. Peer review can result in more applications being determined to be worthy of consideration for funding than available resources allow. Unsuccessful applicants are encouraged to consider resubmitting applications in future competitions. Funded applications will be notified in the manner described in #12.

16. DO I HAVE TO INCLUDE COST SHARE IN MY APPLICATION?

No, cost share for this program is voluntary. If you include cost share, the information should be reflected on the ED 524 form, Section B (Budget Summary Non Federal Funds) and the budget justification.

17. WHAT DO I NEED TO DO ABOUT HUMAN SUBJECTS PROTECTION IN MY RESEARCH?

If you are planning research involving human subjects at any time during the project period, you check "Yes" in the Human Subjects section of the ED supplement to the SF 424 form. If you checked "Yes," you need to indicate whether the research is exempt or not exempt from the protection of human subjects requirements of EDGAR part 97 and if you have an IRB number. You will need to fill out the human subjects narrative for each site where the research is being conducted. The program and the Department's human subjects staff review the applicant's response against the application itself to determine its accuracy. They contact you for additional information or clarification, if needed. More information can be found in the instructions for the SF 424 form and in this application package in the Human Subjects section.

18. <u>MUST I SUBMIT MY APPLICATION VIA GRANTS.GOV?</u>

 Applications for grants for this competition must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us. **We will reject your application if you submit it in paper format unless, you qualify for one of the exceptions to the electronic submission requirement <u>and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.</u>**

19. HOW WILL I RECEIVE FUNDING FOR THE ADDITIONAL YEARS OF MY GRANT (CONTINUATION AWARD)?

In making a continuation award, the Secretary may consider under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23)

DUNS Number Instructions

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1.888.814.1435**

Note: Electronic submission via Grants.gov must use DUNS number your organization used when it registered in the Central Contractor Registry.

SECTION

J

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

APPLICATION TRANSMITTAL INSTRUCTIONS

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required
Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization's e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: http://www.grants.gov/securitycommebiz/.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same

number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

<div align="center">**Dial-Up Internet Connections**</div>

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. **(See the Federal Register notice for detailed instructions.)**

<div align="center">**MAC Users**</div>

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. **Ensure that you attach *.PDF files only* for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs**

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

APPLICATION TRANSMITTAL INSTRUCTIONS FOR MAIL OR HAND DELIVERY IF A WAIVER HAS BEEN OBTAINED

<u>Submission of Paper Applications by Mail</u>.

    If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

<u>By mail through the U.S. Postal Service</u>:

        U.S. Department of Education
        Application Control Center
        Attention: (CFDA number 84.133B-1)
        LBJ Basement Level 1
        400 Maryland Avenue, SW.
        Washington, DC 20202-4260

    Regardless of which address you use, you must show proof of mailing consisting of one of the following:

    (1) A legibly dated U.S. Postal Service postmark.

    (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

    (3) A dated shipping label, invoice, or receipt from a commercial carrier.

    (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

    If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

    (1) A private metered postmark.

    (2) A mail receipt that is not dated by the U.S. Postal Service.

    If your application is postmarked after the application deadline date, we will not consider your application.

<u>Note</u>: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. <u>Submission of Paper Applications by Hand Delivery</u>.

If you submit your application in paper format if a waiver has been obtained by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.133B-1)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

<u>Note for Mail or Hand Delivery of Paper Applications</u>: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

SECTION
K

REQUIRED FORMS

and

FORM INSTRUCTIONS

APPLICATION FORMS

All electronic and paper (if a waiver has been submitted and approved) applications submitted to NIDRR must include the following forms/parts:

- Application for Federal Assistance (SF 424)
- Table of Contents
- Abstract
- ED Budget Information Non-Construction Programs (ED-524)
- Budget Narrative
- Project Narrative
- General Education Provisions Act (GEPA) Requirements – Section 427
- GG Lobbying Form (90-0013)
- Faith Based Survey on EEO
- ED Supplemental Form for SF 424
- SF LLL Disclosure of Lobbying
- Vitae/Bibliography/Letters of Support

A separate application must be submitted for each grant sought.   No grant may be awarded unless the completed application forms have been received. All above forms are mandatory and must be submitted with the application, if an item does not appear to be relevant write "NA" for not applicable.

SECTION L

APPLICATION CHECKLIST

_____

APPLICATION CHECKLIST

[ ]   Did you complete the registration process for Grants.gov for the mandatory electronic submission at **www.grants.gov**?

Does your application include each of the following?

[ ]   Application for Federal Assistance (SF 424) marked appropriately with **84.133B-1.** Download of correct package for **84.133B-1** applying electronically

[ ]   Priority Topic identified in the Descriptive Title in Block 11 of the SF 424?

[ ]   ED Budget Information Non-Construction Programs (ED form 524) with dollar amounts not exceeding the maximum in any year?

[ ]   Voluntary Cost Share or matching included both on the "B" side of the ED 524 and explained in the budget narrative for each year?

[ ]   Budget narrative for each year with arithmetic checked for accuracy

[ ]   Program narrative, including abstract and responses to the selection criteria

[ ]   Assurances and Certifications (from the forms list in section K)

[ ]   Correctly uploaded files to Grants.gov?

[ ]   Narrative on the Protection of Human Subjects?

Did you do each of the following?

[ ]   Submit application on or before **August 11, 2011**?

[ ]   Provide 1 original and 2 copies of the application if submitting by post, hand-delivery or carrier service (Although not required, 1 original and 9 copies are requested and a disk copy) – if you obtained a waiver?

[ ]   Fully complete the upload of your application and receive successful validation of the submission before 4:30:00 pm, Washington, D.C. time on the closing date?

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0027. The time required to complete this information collection is estimated to average 200 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to**: 84.133 Grant Program, Office of the Assistant Secretary for Special Education and Rehabilitation Services, National Institute on Disability and Rehabilitation Research, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-2700.

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center
(202) 245-6288

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page   **http://www.ed.gov/**